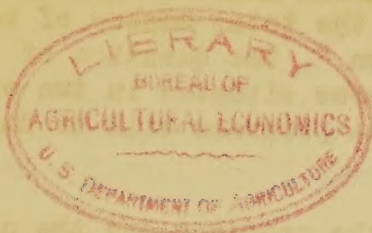


UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



November 5, 1938.

TO MEMBERS OF AGRICULTURAL CONSERVATION COMMITTEES
COTTON COUNTIES * NORTH CENTRAL REGION:

Producers and ginnerers, as well as county committeemen, should appreciate fully the importance of the ginner's record and report on form Cotton 216 as a basis for the determination of normal yields per acre of cotton for individual farms and counties. While ginnerers are primarily responsible for the preparation and submission of the reports, the importance to each producer of the accuracy and promptness with which each ginner's report is made can not be emphasized too strongly. If the ginner's report is to accomplish its purpose the reports of cotton ginned must be transcribed promptly and accurately in the county office to the individual farm records.

The information contained in forms Cotton 216 will be used for purposes other than establishing and adjusting farm marketing quotas. The normal yield for a farm is a fundamental element in computing agricultural conservation payments, parity payments, and cotton price adjustment payments, as well as in fixing the minimum amount of farm marketing quotas for cotton. Normal yields per acre for cotton are now established on the basis of the production history in the preceding five years, adjusted for abnormal weather conditions. This means that the record obtained from forms Cotton 216 will be largely the determining factor in establishing yields for the 1939 program. If the present system of reporting the amount of cotton ginned for each farm were to be continued for a period of five years or longer, the years for which accurate records were not available will have been dropped and years for which production records are available will be substituted.

The amount of cotton ginned across county lines as reflected in forms Cotton 216 will be tabulated so that each county will know that it has received full credit for the amount of its cotton production in 1938. The questions relating to ginnings across county lines may be answered by this system of reporting, in the same way that problems in connection with farm normal yields will be minimized. It should be remembered in this connection that an act authorizing the Director of the Census to collect and publish statistics of cotton, approved April 2, 1924, was amended on June 14, 1938 (Public No. 600 - 75th Congress) so that every cotton ginner is required thereunder "to keep a record of the county or parish in

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which each bale of cotton ginned by him is grown and to report at the March canvass of each year a segregation of the total number of bales ginned by counties or parishes in which grown." The question of the production on county line farms, that is, farms situated in two or more counties, in connection with the agricultural programs will be dealt with at a later date.

The ginner in his relationship with the producer and the county office is in a position to render an invaluable service to his customers by properly carrying out his duties under the Act. On the other hand, if the ginner does not make the reports as required by the regulations, he deprives his customers of the benefits of the reporting system and subjects himself to the penal provisions of the Act which cover cases in which the requested reports are not submitted or cases in which false reports are made.

Each producer should fully understand that his interests require that he know at the time he gins his cotton that the ginner will properly report to the county office the amount of the cotton ginned and that the ginner has all information necessary to make the report. Ginners and producers must work together to the end that the ginner's record and report will reflect for each bale, or lot of cotton if less than a bale, the farm serial number, the name of the farm operator, and the name of the producer on whose producer unit the cotton was produced. If the producer gives the ginner incorrect information so that the farm on which the cotton was produced is not given the proper credit for its production, the normal yield for the farm in subsequent years will be adversely affected. The county committee should study conditions in the county in order that it may make suggestions and offer assistance to farmers and ginners in this connection.

The reports required of ginners this year are far less burdensome than those required of ginners in 1934 and 1935 in connection with the administration of the Bankhead Cotton Act of 1934. It appears that the duty of making the reports will not be any heavier than that which citizens and businesses have for many years assumed in assisting the exercise of both federal and state governmental functions. The Department is furnishing the necessary forms on which the reports will be made and the reports will require very little, if any, information in addition to that which ginners customarily obtain for their own records.

After the ginner's report is submitted to the county office, the information must be transcribed at once to individual farm records in two operations; namely, (1) recording on form Cotton 251 the cotton ginned from farms planting within the acreage allotment as provided in section 208 of Cotton 208 - Part II, and (2) recording on form Cotton 254 the cotton ginned from farms planting in excess of the acreage allotments as provided in section 218 of Cotton 208 - Part II. In order to illustrate

this procedure, it is assumed that report number 1 from gin number 3 covering the period from September 16 through September 30 is received in the county office. The first step should be to segregate the information on the report for each farm from the information shown for all other farms. In the case of a farm serially numbered 296, it is assumed that the information on form Cotton 216, exclusive of the information for other farms, would appear as follows:

Form Cotton 216:

Farm Serial No.	Date of Ginning	Name of Farm Operator	Name of Producer if Other Than Operator	County in Which Farm is Located	Gin Bale No. or Mark	Gross Weight of Bale (including bagging & ties)
A	B	C	D	E	F	G
296	9/18/38	John Doe		A	141	528
296	9/19/38	John Doe	Richard Roe	A	156	490
296	9/19/38	John Doe	Bill Smith	A	157	500
296	9/23/38	John Doe		A	202	530
296	9/24/38	John Doe	Richard Roe	A	230	515

If the acreage planted to cotton on the farm does not exceed the cotton acreage allotment, the information for the farm should first be recorded on an office memorandum form prepared as follows:

Gin Serial No. 3

Gin Report No. 1

Farm Serial No. 296

Name of Operator: John Doe

Name of Producer	No. of Bales	Gross Weight	Net Weight
John Doe	1	528	506
Richard Roe	1	490	468
Bill Smith	1	500	478
John Doe	1	530	508
Richard Roe	1	515	493
Total	5	2563	2453

After the information is recorded on the office memorandum form, the information should be transcribed to form Cotton 251 as follows:

Farm Serial No.	Name of Operator or Producer	Serial No. Cotton 216	Net Pounds
(1)	(2)	(3)	(4)
296	John Doe	3-1	2453

If the acreage planted to cotton on the farm in the example exceeds the cotton acreage allotment, it will be necessary to refer to form Cotton 255 to determine the share of each producer in the cotton produced on the farm. It is assumed for the purposes of the example that John Doe, the operator, works a producer unit and that he is entitled to one-half of the cotton produced by Richard Roe and Bill Smith on their respective producer units. In this case, the information shown on form Cotton 216 would first be recorded on an office memorandum form prepared as follows:

Gin Serial No. 3

Gin Report No. 1

Farm Serial No. 296 Name of Operator: John Doe

Name of Producer	No. of Bales	Gross Weight	Net Weight	Producer Shares		
				Landlord	Operator	Tenant
John Doe	2	1058	1014	-	1014	
Richard Roe	2	1005	961	-	480	481
Bill Smith	1	500	478	-	239	239
Total	5	2563	2453	-	1733	720

After the information is recorded on the office memorandum form, the information should be entered on form Cotton 254 as follows:

Name of Producer	Reference No.	Net Pounds
(1)	(8)	(9)
Richard Roe	(a) 3 - 1	481
	(b)	
Bill Smith	(a) 3 - 1	239
	(b)	
John Doe	(a) 3 - 1	1733
	(b)	

After the information for all farms in the county covered by the report has been recorded as indicated above, the total poundage shown on the ginner's report should be verified by entering beneath the last figure in column (G) of form Cotton 216 the gross weight of the cotton listed therein. From this figure subtract the sum of the results obtained by multiplying the number of square bales by 22 pounds and the number of round bales by 3 pounds. The resulting figure will be the net weight of the cotton covered by the report. The sum of net poundage figures for all farms as shown on the office memoranda forms indicated above plus the net poundage shown on the extracts from the ginner's report prepared as outlined in section 219 of Cotton 208 - Part II should equal the net weight of the cotton covered by the report.

Claude R. Wickard

Claude R. Wickard,
Director,
North Central Division.

After the information for all years in the sample covered by the report has been recorded as indicated above, the total percentage shown on the company's report should be verified by totaling the last figure in column (5) of each column. The sum of these figures should be compared with the sum of the figures obtained by multiplying the number of years shown by the number of years shown by 5 percent. The resulting figure will be the sum of the figures shown by the report. The sum of the figures shown for all years on the other company's form indicated above also the sum of the figures shown on the company's report presented as indicated in column (5) of column (5). For it should equal the sum of the figures shown by the report.

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District Attorney
U.S. District Court
North Central Division